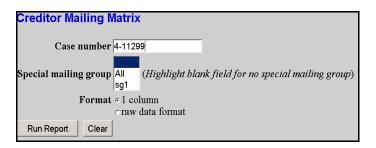
Chapter IV
Queries and Reports
Section 6
Reports - Creditor Mailing Matrix

This procedure demonstrates the steps to generate and print a Creditor Mailing Matrix for a single case, either in single-column label format, or as delimited data fields. Access to most CM/ECF reports requires a PACER login. Once logged into PACER, the system will not prompt the user to reenter a PACER login, password and client code until the current session is terminated by logging out of CM/ECF.

- STEP 1 Select **Reports** from the main menu. This report can also be accessed by clicking on **Utilities** from the main menu, then selecting **Miscellaneous** → **Mailings...** → **Creditor Mailing Matrix**.
- STEP 2 The **Report Events** screen will display.
 - ♦ Click Creditor Mailing Matrix.
- STEP 3 The **PACER Login** screen will display. Enter a PACER login and password. Click **Login**.
- STEP 4 The **Creditor Mailing Matrix** screen will display.
 - ♦ Enter the appropriate information. Choose a **Format**. Click **Run Report**.



STEP 5 The **Search Results** screen will display case creditor information and indicate the number of creditors. To print the report, click on the browser's **Print** icon.



Total Labels 10